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DATE: February 19, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Debut of New SCS HR Handbook

State Civil Service is pleased to announce the new [SCS HR Handbook](#) is now available for use. The purpose of the HR Handbook is to present supporting information and serve as a companion to the Civil Service Rules, directives and procedures issued by State Civil Service in one place. While new directives may be initially issued through General Circulars or SCS HR Notification email list to publicize them, they will also be incorporated into this Handbook.

Each chapter of the SCS Rules has a companion chapter in the HR Handbook. Each chapter, where applicable, is organized in the following sections:

- Reference to the SCS Rules
- PDF Version of the HR Handbook material
- Overview
- HR Impact
- Rule-By-Rule Explanation

Procedures, Job Aids and Resources, and Forms reside both inside chapters as well as independently outside of each chapter as applicable.

HR Handbook updates and revisions will be disseminated via the SCS HR Notification email list and the General Circular list serv. All updates will contain a revision date.

A significant change to the HR Handbook is the update to the Performance Evaluation System forms. The **PES Form (Planning and Evaluation)** has been revised, and we have added the **PES Agency Transfer Form** to address classified employee transfers between agencies that occur between July 1 and September 30. This general circular will take the place of an official HR Handbook Update Notification.

The new HR Handbook can be found in two places:

1. On the HR Professionals drop down menu on the left side of the SCS website, and
2. Under 'Documents Related to the CS Rules' on the Civil Service Rules main page.

Please note since the HR Handbook is no longer behind HR Info and the location has changed, any previous bookmarks will no longer work.

If you have questions, please contact your Employee Relations consultant. If you encounter any technical problems with the new HR handbook, please email SCSInfo@la.gov or call (225)342-8274.

Sincerely,

Shannon S. Templet
Director